

CASH + RECEIPTS
FROM FRONT



EXPENDITURE BY CHECK AND CASH					\$
DATE	PAID TO AND PURPOSE	CHECK NO.	AMOUNT		
<i>SUBTRACT TOTAL MONEY PAID OUT:</i>			→	\$	

BILLS TO BE PAID (Future bills due within 30 days)			
DATE DUE	TO WHOM AND FOR WHAT	AMOUNT	
TOTAL			

ENTER DIFFERENCE
BETWEEN AMOUNT PAID
OUT AND CASH + RECEIPTS



Carry forward this amount to the next weekly financial report. Remember to number each sheet for easy reference of one week from the next.